

## Profile

I am a skilled project manager with a proven record in the field of adult literacy and numeracy provision, research and organisational development. I maintain excellent relations with all stakeholders and constantly seek new challenges and opportunities to maximise my potential.

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## Strengths

- **Project management:** Experienced in managing complex and innovative projects at national and local levels, including strategic planning, stakeholder engagement, resource development and national delivery.
  - **Professional Development:** Proven ability to create a wide range of professional development packages to meet individual, target group and organisational needs. Development packages have included direct training material and delivery, individual coaching and mentoring and team development, on-line delivery and multimedia resources.
  - **Teaching:** Experienced adult literacy and numeracy educator. Experienced in developing quality programmes based on organisational needs analysis. Able to assess and evaluate teaching and programmes. Provides evidence-based solutions within complex pedagogical situations.
  - **Resource Development:** Experienced in educational resource development, including learning materials, facilitator guides and tutor training products including on-line learning modules. Have managed resource development from conception to production.
  - **Communication:** Excellent speaking and presentation skills. Quality report writing and record keeping. Experienced in multi-cultural settings. LinkedIn group manager and active multi-group member.
  - **Personal:** Post-graduate qualified professional with a long-standing interest and enthusiasm for adult education and project management. Proven record in applying problem solving skills. Self-motivated, organised and able to work to deadlines. An innovative and creative team player who also has the ability to work autonomously.
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## Interests

International cinema and travel. Cycling, fitness and yoga. Gardening, photography and reading. Spending time with my family.

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## Employment History

**Jan09-present Tertiary Education Commission**

*Title:* **Project Manager - Literacy and Numeracy Implementation Team**

*Responsibilities:* To provide strategic and operational support to businesses running employer-led workplace literacy programmes.

*Achievements:* Excellent stakeholder relationships, ground-breaking developments in sustainable provision, strategic action planning, programme, curriculum and resource development, engagement workshops, learner management system advice, and assessment processes.

**June11-present University of Waikato: National Centre for literacy and numeracy for adults**

*Title:* **Project Manager - Professional development for Workplace Literacy Providers**

*Responsibilities:* To scope, develop and deliver regional workshops, action research, on-line learning and a national hui for workplace literacy providers

*Achievements:* 8 content modules, 3 on-line suites of video resources and related engagement materials, a series of action research projects in progress and a national Hui under development.

**Jan09-2011 Waikato University, ITF, HITO, ETITO, Numeracy Advisory Group, Wilkinson's, Unitec, ALPA, ACE sector**

*Responsibilities:* Various short contracts mainly for tailored professional development delivery and advisory input

*Achievements:* Excellent evaluations, re-engagement for further work, ALPA Award: Contribution to the Sector

**Jan09-present Adult Literacy Education & Consulting (ALEC)**

*Title:* **NCALNE Project Facilitator**

*Responsibilities:* To teach and assess tutor and trainer cohorts against NCALNE (Vocational)

*Achievements:* Excellent participant evaluations. High rate of completions.

**Jan09-2010 Sadler & Associates**

*Title:* **Resource Writer**

*Responsibilities:* To develop two suites of embedded teaching and learning resources

*Achievements:* All resources delivered on-time and exceeding stakeholder expectations.

The resources model cutting-edge practice in embedded resource development including innovative use of the Learning Progressions, a framework for evaluating and comparing planned literacy outcomes across sector .

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**08/07-12/08 Tertiary Education Commission**

*Title:* **Project Manager- Literacy and Numeracy Implementation Project**

*Responsibilities:* To scope professional development needs of the workplace literacy sector

To create and manage a range of projects including: workplace literacy tutor induction, e-list group, post NCALE (Vocational) Extension clusters, ITO Embedded Cohort professional development, ITO Evaluation reference group, and ITP developer professional development.

*Achievements:* Successful management of complex projects involving a range of stakeholders using innovative collaborative engagement models. Developed and delivered a wide range of professional development opportunities to a variety of audiences. Positive feedback from all stakeholders.

**1/07-08/07 Department of Labour**

*Title:* **Senior Project Evaluator**

*Responsibilities:* To research and evaluate 15 partnership workplace literacy programmes as part of the Upskilling Strategy.

Managed a comparative international review of workplace literacy provision in 5 countries.

*Achievements:* Contextualised UK assessment tool. Designed industry and company specific evaluation strategies. Successfully engaged with companies and staff at all levels.

**07/01 - 12/06 Workbase the New Zealand Centre for Workforce Literacy Development**

*Title:* **Professional Development Coordinator**

*Responsibilities:* Resource development and publication. To develop and deliver national professional development workshops.

*Achievements:* Published a set of resources for literacy practitioners and providers. Provided training in the use of these resources.

Developed and delivered intensive workshops on Teaching adults to read and Teaching adults to write, Organisational Needs Analysis and Curriculum Development.

**07/00 - 07/01 Workbase the New Zealand Centre for Workforce Literacy Development**

*Title:* **Project Coordinator**

*Responsibilities:* Coordinate national pilot action research project to develop the systemic capacity of Private Training Providers to embed vocational literacy and numeracy skill development

*Achievements:* Successfully developed provider literacy and numeracy capability. Undertook extensive needs analysis. Implemented action plans and tailored training and provided coaching and mentoring activities. Coordinated steering committee.

**07/99 - 07/00 Workbase the National Centre for Workplace Literacy & Language**

*Title:* **Workplace Literacy Tutor**

*Responsibilities:* Develop an industry-based literacy programme. Teaching includes literacy, language, numeracy and computing.

*Achievements:* Successfully created a programme to teach 40 employees. Delivered courses in Workplace literacy to Supervisors and union delegates. Oversaw development of fully equipped Training Room facility

**07/97 - 07/99 Access Literacy Trust**

*Title:* **Literacy Tutor and Work Experience Co-ordinator**

*Responsibilities:* Teaching basic and advanced literacy to adult learners. Other teaching includes: computer skills, work preparation, Living and Working in New Zealand

To develop and deliver NZQA Unit Standard based work.

*Achievements:* Undertook Work Placement Pilot project. Trained staff in a new method of teaching phonics. Improved computer training with the addition of new units. NZQA assessor

**09/96 - 07/97 Te Rapunga O Poutama**

*Title:* **Retail Tutor**

*Responsibilities:* Day to day running of the Youth Training retail course within a PTE including the provision of content and material, delivery and teaching

*Achievements:* Established work placement project. Trained staff in basic literacy teaching skills.

**05/96 Relocated to New Zealand from Trinidad and Tobago, West Indies**

**02/95 - 05/96 Media Sales**

*Title:* **Staff trainer and Staff Advisor**

*Responsibilities:* Create and deliver in-house training packages, including: Supervisory skills, Performance Appraisal and Staff reviews, and workplace literacy provision

*Achievements:* Developed a strong, focused, team spirit within the company. Instigated goal setting and strategic planning for Management.

**02/94 - 02/96 Adult Literacy Tutors Association (ALTA)**

*Title:* **Adult Literacy Tutor/Adult Literacy Tutor Trainer**

*Responsibilities:* Teach classes of 30+ adult literacy students. Provide all teaching materials including worksheets and games. Develop and deliver quarterly five-day tutor training course with follow-ups.

*Achievements:* High levels of attendance, learning and student satisfaction. Co-ordinated the 100-page training manual. Supervised over 75 adult literacy tutors on classroom practice.

**11/93 Relocated to Trinidad and Tobago, West Indies from England.****Education and Qualifications**

**2010** Auckland University of Technology, New Zealand  
On-line teaching and learning (Masters paper)

**1998-2001** University of Auckland, New Zealand  
MEd. Masters of Education - Adult and Higher (First class honours)  
Research thesis: Qualifications for the workplace literacy tutor in

New Zealand

**1989-90** University of Leeds, England  
Post Graduate Certificate of Education. (Primary)

**1986-89** University of York, England  
B.A.(Hons.) Social Policy and Administration (2:1)

**1979-85** King Edward VI High School for Girls, Birmingham, England

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## Publications and resources

(Co-writer) Te Kupenga o manukau (2010) *Embedding literacy and numeracy into ACE*. A suite of 5 introductory teaching resources for the ACE sector.

(Writer) ITF (2010) ITO Literacy and Numeracy Good Practice Project: *Literacy and numeracy in industry training*

(Writer) Symbiont (2010) *Embedded literacy and numeracy: Essentials for training resources*.

(Co-writer) Workbase (2010) *A guide for developing resource material with embedded literacy and numeracy*. A process guide for ITOs and resource writers.

(Co-writer) Competenz (2009) *OSHI and OSH2*. An embedded suite of resources including learners workbooks, learner assessment, facilitator guides and Powerpoint presentation, audio tracks and additional teaching resources.

(Writer) ALEC (2009) *NCALNE Facilitators Guide* – session plans, resources, tutors scripts, teaching and learning activities and resources

(Co-writer) TEC (2008) *Embedding in Resource Development* workshop series: session plans, teaching and learning activities

Denny, G. *Building our expertise: The professional development of foundation learning tutors*. In Bensemen, J & Sutton, A (2008) *Facing the Challenge* Dunmore Publishing, Wellington

Denny, G. & Sutton, A. *Where do we want to go? The role of assessment in foundation learning*. In Bensemen, J & Sutton, A (2008) *Facing the Challenge* Dunmore Publishing, Wellington

Contributed towards: TEC (2008) *Teaching adults to read with understanding: Using the learning progressions* & TEC (2008) *Teaching adults to write to communicate: Using the learning progressions*

(Writer) Workbase (2006) *Workbase Literacy@Work Series*:

- *A tutor's guide: Developing a learner's calculator skills: Part 1 Basic operations*
- *A tutor's guide: Developing a learner's calculator skills: Part 2 More advanced operations*
- *A tutor's guide: Assisting learners solve written numeracy problems*
- *A guide to integrating literacy into other courses*
- *A guide to placing learners on work experience*
- *A tutor's guide: Setting literacy goals and recording progress*
- *Literacy terms and definitions*

## Contact details

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**REFERENCES:** On request